

**Iowa Department of Natural Resources  
Environmental Protection Commission**

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**ITEM**

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**DECISION**

**TOPIC**

**Contract – IDALS-DSC – Nonpoint Source Program Basin Coordinator  
Staffing Assistance Contract**

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**Recommendation:**

The Department requests Commission approval of a contract in the amount of \$286,205.00 with the Iowa Department of Agriculture – Division of Soil Conservation (DSC) for one (1) year to provide technical assistance staffing in support of existing and future section 319 nonpoint source watershed improvement plans and projects.

**Funding Source:**

This project will be funded through US EPA Section 319 Nonpoint Source Program grant dollars.

**Background:**

The Department shares in the funding of three (3) full-time positions and one (1) half-time position in IDALS-DSC to jointly support the development and implementation of Department section 319 and DSC WPF/WSPF watershed improvement plans and projects. Support for these shared positions has been ongoing for several years.

**Purpose:**

The purpose of this contract is to retain DSC to assist the Department in the implementation of Iowa's nonpoint source pollution management program through the retention of three (3) full-time positions and one (1) half-time position in the DSC's Water Resources Bureau for the purpose of providing technical assistance and guidance in the development and implementation of section 319 and WPF/WSPF watershed improvement plans and projects. The cost for these positions shall be shared by both parties.

**Consulting Firm Selection Process:**

NA

**Scope of Work:**

For an outline of the **scope of work**, see the attached Section 5.1 of the Contract.

Allen Bonini, Supervisor  
Watershed Improvement Section, Geological and Water Survey Bureau  
Environmental Services Division

January 16, 2009

- 5.1 Statement of Work.** Implementation of Iowa's Nonpoint Source Pollution Management Program is considered to be of mutual interest, and DNR and the Contractor wish to coordinate efforts to implement this program for their mutual benefit. In order to accomplish this objective the Contractor shall perform the following tasks:

Obligation	Task Milestone Date
<p><b>Task 1a:</b> The Contractor shall identify and hire, in consultation with DNR and as needed to fill any vacancies, and assign three (3) qualified individuals, selected in consultation with DNR, to DSC's Water Resources Bureau on a full-time basis. These individuals will be classified as Environmental Specialist Seniors, according to the job classifications of the Iowa Department of Administrative Services, and will be unofficially designated as regional Basin Coordinators. In addition to regular duties assigned by DSC, these individuals will each provide up to 0.5 FTE assistance to DNR in the implementation of Iowa's nonpoint source pollution management program during the period of this contract. These assigned individuals shall be located in offices in three different river basins within the State of Iowa, as mutually agreed to by the parties.</p> <p><b>Task 1b:</b> The Contractor shall identify and hire, in consultation with DNR and as needed to fill any vacancies, and assign one (1) qualified individual, selected in consultation with DNR, to DSC's Water Resources Bureau on at least a half-time basis. This individual will be classified as Environmental Specialist Senior, according to the job classifications of the Iowa Department of Administrative Services. In addition to regular duties assigned by DSC, the Contractor shall provide up to 0.25 FTE assistance through this position to DNR in the implementation of Iowa's nonpoint source pollution management program during the period of this contract. This assigned individual shall be located in the Contractor's central office.</p>	No later than March 1, 2009.
<p><b>Task 2a:</b> The individuals assigned by the Contractor under Task 1a of this Contract to provide services under this Contract shall provide DNR assistance with professional services and other activities pertaining to the section 319 nonpoint source program including, but not limited to:</p> <ul style="list-style-type: none"> <li>A. Advise and serve as liaison between the DNR Nonpoint Source Pollution Management Program, the Iowa Department of Agriculture and Land Stewardship (IDALS) - Division of Soil Conservation (DSC), local watershed coordinators, Soil and Water Conservation Districts (SWCD), and other local watershed groups.</li> <li>B. With respect to existing DNR supported Watershed Plans and Section 319 Watershed Projects: <ul style="list-style-type: none"> <li>a. Facilitate local watershed planning and project meetings and activities, and advise and assist watershed coordinators, SWCDs, and other local watershed groups in the development and</li> </ul> </li> </ul>	Ongoing throughout term of the Contract.

<p>implementation of watershed management plans, and the development and implementation of watershed projects in accordance with the watershed plan and the watershed project plan of operations and budget(s).</p> <ul style="list-style-type: none"> <li>b. Assist and advise watershed coordinators in building linkages with technical resource personnel from state and federal agencies and with university research and outreach personnel, to facilitate technical inputs needed for achieving watershed plan and section 319 watershed project objectives.</li> <li>c. Assist and advise watershed coordinators with reporting required by the funding sources involved in the section 319 project.</li> <li>d. Assist watershed coordinators in conducting comprehensive watershed monitoring and assessments, and implementing watershed management plans.</li> <li>e. Assess the technical accuracy of the watershed management plans and section 319 projects and provide recommendations to watershed coordinators on improving the technical accuracy of local watershed plans and projects and the technical fit of the natural resource management practices proposed to be delivered to landowners through the section 319 projects, as needed to achieve the plan and project objectives.</li> <li>f. Cooperate with staff of DNR's nonpoint source program and with other programs within DNR to assist in carrying out the objectives of watershed management plans and implementation projects.</li> <li>g. As requested, and as coordinated through the Contractor, represent the DNR section 319 nonpoint source program at local watershed meetings and explain, among other things, available program support and applicable procedures.</li> <li>h. Inspect watershed project sites and develop case studies of successful project examples to share with DNR nonpoint source staff, US EPA, and with SWCDs and other local watershed groups developing watershed plans and/or implementation projects. Critique watershed management plans and implementation projects and provide recommendations to increase plan and project effectiveness and/or correct program conformity problems.</li> <li>i. Provide individual and group training to watershed coordinators, as needed. Assist with planning and implementation of training for watershed coordinators at the local, regional, and state levels.</li> </ul> <p>C. With respect to new DNR-supported Watershed Management Plans and Implementation Project Development:</p> <ul style="list-style-type: none"> <li>a. Serve as a resource to and assist SWCDs and other local watershed groups with the development of new watershed management plans consistent with the US EPA and DNR watershed planning process and template.</li> <li>b. Serve as a resource to and assist SWCDs and other local watershed groups with the development of new watershed</li> </ul>	
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- projects designed to implement watershed management plans.
- c. Offer and, where accepted, provide direct technical assistance to SWCDs, other units of local government, and other local watershed groups to assist them in the conceptualizing, organizing, and developing watershed management plans and implementation projects to address water quality protection and improvement. Initiate contacts and respond to requests from SWCDs and other local watershed groups for assistance, background information, and watershed management plan development advice. Seek input from local watershed groups on developing state watershed improvement priorities and target priority watershed areas for developing watershed management plans and subsequent improvement projects consistent with achieving US EPA and DNR performance measures and goals, and the goals of other applicable state and federal agencies. Notify local groups of state watershed improvement priorities and coordinate communication of such priorities with local decision-makers and stakeholders.
  - d. Support delivery of local education and information programs with appropriate agencies, organizations, and individuals. Develop and promote interest in watershed planning and water quality improvement with rural and urban constituencies including traditional and non-traditional watershed groups and partners.
  - e. Collect resource data and assemble background information for local, regional, and state planning activities that relate to watershed management and water quality improvement. As requested, and as coordinated through the Contractor, prepare technical reports, electronic data, and public information materials for state and local audiences, and assist in the preparation of presentations related to watershed management and water quality improvement programs and plans.
  - f. Assist in the development of watershed management plan and project budgets at the local level. Assist in identifying and developing alternative sources of funding for developing watershed management plans and projects. Assist in monitoring DNR section 319 nonpoint source program projects to determine if section 319 funds are being properly and completely utilized.
  - g. Assist DNR nonpoint source program staff with developing statewide program guidance and annual section 319 nonpoint source program requests for proposals for watershed planning and implementation project applications. Provide publicity to watershed groups, agencies, and organizations at the state and local level. As requested, participate in the evaluation and review process for section 319 watershed plan development and/or watershed project implementation grants.

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| <p>D. With respect to communication with watershed coordinators, DNR personnel, and local watershed groups:</p> <ul style="list-style-type: none"><li>a. Coordinate with the DNR Project Officers in conducting 319 project performance reviews and other project site visits, and assist with follow-up on project performance issues.</li><li>b. Participate in DNR nonpoint source program planning, marketing and coordination meetings, as requested by DNR, and coordinated through the Contractor. Communicate regularly with DNR Project Officers to coordinate communication with SWCDs, other local watershed groups, and watershed coordinators. Provide DNR Project Officers and watershed coordinators with written communication of advice and direction of a technical nature offered to watershed coordinators, as needed.</li><li>c. Coordinate activities with the other regional Basin Coordinators and the DNR Project Officers. This includes the review and assessment of all individual watershed plans and projects; the development of technical recommendations for individual watershed plans and implementation projects in collaboration with other state and federal agency and research technical personnel; the formulation of statewide strategies for technical training and professional development of watershed coordinators, as needed; the development of overall program evaluations and recommendations for program improvement; and the development of informational outreach and educational presentations for statewide use, as needed, to support watershed management plans and water quality improvement efforts.</li></ul> <p>E. Provide assistance in carrying out additional DNR nonpoint source program goals and initiatives, as requested by DNR, and as coordinated through the Contractor.</p> |  |
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**Task 2b:** The individual assigned by the Contractor under Task 1b of this Contract to provide services under this Contract shall provide DNR assistance with professional services and other activities including, but not limited to:

- A. Provide statewide support for the DNR watershed planning program and the DSC Watershed Development and Planning Assistance Grant program.
- B. Provide statewide support to the regional Basin Coordinators in working to improve watershed planning and implementation project conceptualization from local watershed groups for section 319 nonpoint source program funding.
- C. Provide statewide technical support to the regional Basin Coordinator function.
- D. Provide technical analysis of watershed planning and water quality improvement efforts.
- E. Provide statewide administrative support for the DSC Watershed Development and Planning Assistance Grant program.

<p>F. Participate in DNR nonpoint source program planning, marketing and coordination meetings, as requested by DNR, and coordinated through the Contractor.</p> <p>G. Provide assistance in carrying out additional DNR nonpoint source program goals and initiatives, as requested by DNR, and coordinated through the Contractor.</p>	
<p><b>Task 3:</b> The DNR and the Contractor shall jointly convene meetings on a quarterly basis, unless needed more frequently, of DNR nonpoint source program staff, DSC water resources program staff and the regional Basin Coordinators to discuss program coordination needs, to review progress toward completion of assigned activities, and to provide direction for future activities to all parties.</p>	<p>Quarterly throughout the term of the Contract.</p>
<p><b>Task 4:</b> The Contractor shall provide supervision of the DSC personnel assigned by the Contractor to provide services under this Contract and shall provide support functions including, but not limited to, payroll, travel vouchers, all necessary office space, clerical assistance, computer support services, and a state vehicle or other suitable in-state transportation arrangements, all at the Contractor's own expense.</p>	<p>Ongoing throughout term of the Contract.</p>
<p><b>Task 5:</b> The Contractor shall submit to DNR a report of the progress made in the preceding quarter toward completion of the required professional services and activities included in this Contract. This report shall include, at a minimum, the following information:</p> <ul style="list-style-type: none"> <li>a. accomplishments during the previous quarter;</li> <li>b. professional services and work activities planned for the upcoming quarter; and</li> <li>c. any problems or concerns encountered in the previous quarter.</li> </ul>	<p>By January 15, April 15 and July 15 of each year.</p>
<p><b>Task 6:</b> The Contractor shall submit to DNR an annual report which:</p> <ul style="list-style-type: none"> <li>• describes all professional services and work activities carried out as part of the Contract during the previous Contract fiscal period (October through September);</li> <li>• discusses progress made toward achieving the overall Contract purposes, as described in this Statement of Work; and</li> <li>• identifies the total documented Contract costs incurred during the previous Contract fiscal period (October through September), the funding programs used to pay these costs, and the amounts paid by each funding program.</li> </ul>	<p>By October 31 of each year.</p>